



LIBRARY EXPANSION TASK FORCE MEETING MINUTES

SURVEY / COMMUNICATIONS SUBCOMMITTEE

JULY 18, 2011, 6:00 PM. LEDDING LIBRARY

MEMBERS PRESENT

Christie Schaeffer and Scott Churchill

STAFF PRESENT

Joe Sandfort

MOTIONS, PROPOSALS, RESOLUTIONS

The Subcommittee proposed to present a brief introductory survey to the Library Expansion Task Force (LETF) on July 28th at the Task Force's meeting scheduled on that date.

VOTE RESULTS

No votes were taken

SUMMARY OF DISCUSSION

Christie provided several documents related to surveys and surveying and distributed them to Scott and Joe. Scott stated that a main goal of the survey will be to engage the public so that we will get the broadest and most accurate responses possible. Christie suggested that Milwaukie's Neighborhood Associations be a distribution point for surveys and Joe said that volunteers could conduct phone surveys as well. It was agreed that to be effective, surveys should be distributed at many locations and in a variety of formats. Specific locations included the library, the Internet, the Pilot, local businesses, the city's Sunday Market booth and at neighborhood association meetings.

Scott said that the first survey should be simple and be limited to ten questions or fewer. Several possible questions were then discussed as was an introductory statement for the survey. Questions would deal with how the people taking the survey use (or not use) the library; should the library be centralized in one location or dispersed throughout the area; a question dealing with the use of print resources versus electronic, etc. Scott volunteered to work on and complete the wording of these questions so that they can be presented the LETF at its July 28th meeting.

A timeline for the Subcommittee was then discussed. It was decided that three to four surveys would be conducted. The first survey, the discussed in the section above, should be distributed in August. A second more specific survey would be handed out in September and a third, dealing with the nature of an expansion, in October or November. The Survey / Communications Subcommittee will take place after the LETF meeting on July 28th.

DOCUMENTS REFERENCED

Ledding Library Community Survey, 2011; St. Joseph County Public Library Survey; Kenai Community Library Expansion summary; How to Make a Survey by Margo Dill.

PUBLIC COMMENT SUMMARY

No public comment was given.

MEETING ADJOURNED AT 7:05 P.M.